

Action Plan

Task	Person Responsible	Due Date
Contact schools	Mentors	The first two weeks of school
Timesheet username	Mentors	July 25 th
Meet with LHD	Mentors/LHD	
Know the guide	Mentor	When school starts
Guide worksheet	Mentor	LHD mtg
Register for Annual	Mentor	July 25 th
Look at timeline	Mentor	asap